

Resident Management System

Newsletter

RMS Version 2.38 and 3.0

Special Point of Interest

- Paperless Contract File criteria and changes to RMS

RMS is going through a major overhaul to comply with the latest guidance from HQUSACE. This Newsletter will highlight some of those requirements.

News Flash! At the October 2012 RMS Steering Committee Conference, the RMS Center Program Manager, Tom Weber, agreed to provide "VIP" access to Steering Committee members so that those members will always be able to talk to an individual at the RMS Center for "special issues". The expectation is that our RMS Administrators will disseminate information received, provide training and resolve common issues from the field as much as possible. A special "Thanks" is extended to John Stevens, NAB, for providing comprehensive minutes of that meeting.



OSAN AIR BASE, Republic of Korea -- A second runway for Osan Air Base is under construction as U.S. and Republic of Korea officials continue to work together to have it up and running by 2013.

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Paperless Contract File (PCF)

Auditing found that USACE contracting was not keeping consistent, full contract files for every contract they managed, therefore the auditors recommended Contracting adopt an electronic filing repository (under pain of otherwise losing their warrants). The use of PCF (Paperless Contract File, an actual Army electronic document repository system) has been mandated. Contracting will scan in all pre-award documents, for the construction contract, we will utilize a combination of scanning and automatically generating documents from RMS to build the construction contract file "post-award".

The "Contract Documents" area of RMS is being phased out. A more comprehensive solution is now available under a new menu option called "Contract File" where electronic copies of documents will be organized into folders which make up this electronic version of a construction contract file.

RMS will eventually automatically transfer "final" versions of contract documents to PCF and categorize them into the structure utilized by contracting's filing system. Transfer of these files to the PCF will occur automatically on a scheduled basis once the working interface with the PCF is operational. (NOTE: at this time there is no PCF interface completed by the PCF team. In the interim, RMS will HOLD the documents until the PCF system is available.)

A comprehensive set of instructions and documentation has been prepared by Dorinda Won, POH, and can be found at the end of this Newsletter.

TIP

- For ease of navigation, it is suggested that you utilize the BOOKMARK feature of this PDF file.

Introducing our new RMS Center Program Manager



Thomas A. Weber, "Tom", joined the RMS Center as a replacement for the retiring Haskell Barker.

Tom Weber, P.E. became the Assistant Area Engineer for Florida under the Mobile Engineering District, U.S. Army Corps of Engineers in April 2008. He was responsible for over \$650 Million in major military construction projects in central and southern Florida. His customers included The U.S. Air Force Air Mobility Command, The U.S. Air Force 45th Space Wing, NASA Kennedy Space Center,

U.S. Central Command, U.S. Southern Command, U.S. Special Operations Command, The U.S. Army Reserves and other various DOD agencies.

In 2005/2006, Mr. Weber was deployed to Iraq as the Victory Resident Engineer and Electrical Sector Program Manager, Gulf Region, Central District, Iraq. As the RE, he was responsible for construction in support of military units assigned to Forward Operating Bases Victory, Liberty, Slayer, Striker and Log Base Seitz. In this capacity he did much to improve working and living conditions for our troops as well as to enhance their safety. As the Electrical Sector PM for Central District, he was responsible for directing the restoration of electrical distribution and service to all of Baghdad and Al Anbar provinces. This was a \$600M program that provided work to thousands of Iraqi and other regional laborers. In his 21 months of service in Iraq, he oversaw the execution of over 1,000 varied construction projects.

Prior to serving in Iraq, Mr. Weber worked for the Army Signal Corps for six years. In Korea with the 1st Signal Brigade, Mr. Weber was a project engineer for strategic telecommunications installation projects. In Hawaii with the 30th Signal Battalion, Mr. Weber managed a \$1M per year program that modernized telecommunication distribution systems in existing Army facilities. He also advised Honolulu District Engineers on telecommunications requirements for their Milcon projects.

Other Federal service includes computer programming and support work for an agency of the Department of Defense headquartered in Fort Meade, Maryland. Mr. Weber was also a Captain in the Marine Corps.

Mr. Weber holds a Bachelor of Science Degree from the United States Naval Academy in Annapolis and a Master of Electrical Engineering Science Degree from the Naval Postgraduate School, Monterey. He is a Registered Communications Distribution Designer (RCDD) with BICSI and a registered professional engineer in the State of Florida.

Mr. Weber's honors include the Superior Civilian Service Award,, numerous Special Act Awards, and letters of acknowledgement.

He and his wife, the former Margaret Folvag of Billings, MT., recently relocated from South Tampa, Florida to Apple Valley, California.

Payrolls

One of the documents required by the PCF is contractor payrolls. There is guidance out there for USACE allowing the option of electronic payroll submission. If elected, the contractor must bear the cost of using it and also bear the cost to allow the government access to the system. In addition if they elect to use it they must use a payroll software package that can support a standard electronic format that allows import of the payroll data into QCS. The RMS programmers were not able to fully test the payroll system before the last version of RMS was released - therefore although RMS can electronically import enough information to generate an ENG 3180, there is no facility to actually produce the ENG 3180 in the current production release of RMS 2.38. Development of this module will most likely be made a priority in RMS due to the new PCF requirement. See ECB 2013-1, for guidance on the PCF requirement for contractor payrolls.

Contract ID - L1001373 Contract No. - W912PP-07-C-0010

RMS Training Contract

File Help

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

Administration - Contract Setup

Contract Status
Contract Description
Contract Personnel
Contract Documents
Contract Setup
P2 Projects
Correspondence
Request for Information
Contract User Entries
Prime Contractor
Subcontractors
Contractor Insurance
Contractor Payrolls
Labor Interviews

Administration/Funding Payment/Modifications Quality Assurance Submittals/Schedule

Administration

☒ Will CEFMS be used for downloading Finances and uploading Payments? ☐ Will this contract be linked to P2? ☒ Use P2 data prior to award? ☐ Use only one Phase?

CEFMS Database Service: SPL_CEFMS_WORLD

☒ Do you want to use QAS with this contract? ☒ Do you want to use QCS with this contract? ☒ Do you want to answer RFI's with two-way RFI Form? ☒ Do you want to track Contractor's Insurance in RMS? ☒ Do you want to track Contractor's Payrolls in RMS? ☒ Do you want to track Labor Interviews in RMS?

Contractor Correspondence Entered By: Contractor
RFI Entered By: Both
Insurance Entered By: Contractor
Payroll Entered By: Contractor

☒ Will Contractor use electronic payroll software?

☒ Will this contract require a DD1354 Transfer Document? Category Codes for: USAF

Funding

☒ Track Funding at Funding Account Level, pre-plan Obligations for payment on all CLINS
☐ Track Funding at Project Level, compute Obligation amounts for payment based on available funds
☐ Track Funding at Project Level, manually enter Obligation amounts for payment

Payment

☒ Progress Payments - Allow Additional Earning

Contract ID - L1001373 Contract No. - W912PP-07-C-0010

RMS Training Contract

File Help

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

Import/Export - Import Payrolls

Import/Export QCS
Import/Export QAS
Import P2
Import Payrolls
Import QA Deficiencies
Import Submittals
Import Real Property
Import Another Contract
Export Mods List

Import Certified Payrolls from Electronic Payroll Software
- Contractor Weekly Payrolls

Import from Excel

Organization

RMS Center

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Teamwork Takes Planning!

WE'RE ON THE WEB

RMS: [HTTP://RMS.USACE.ARMY.MIL](http://rms.usace.army.mil)

QCS: [HTTP://RMS.USACE.ARMY.MIL/QCS](http://rms.usace.army.mil/QCS)



USING RMS TO ADD DOCUMENTS TO PCF

US Army Corps of Engineers

04 Feb 2013

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Special Points of Interest:

- *Requirement to use PCF effective 1 Oct 2012*
- *Requirement to use RMS to transfer documents to PCF effective 1 Jan 2013*
- *RMS v.2.38 modified to accommodate document transfer to PCF*

OPORD 2012-66 VCE PCF INITIATIVE

Operation Order 2012-66 Virtual Contracting Enterprise (VCE) Paperless Contract File (PCF) Initiative was issued on 29 Nov 2012. One of the instructions contained within the order established RMS as the tool for capturing contract administration documents generated during construction.

Specifically, effective 1 Jan 13, all Administrative Contracting Officers (ACOs) and Contracting Officer Representatives (CORs) are instructed to use RMS to upload post-award construction contract administration documentation into VCE PCF.

In anticipation of this order, RMS v2.38 was modified. Following are instructions and information on the changes made to RMS for this purpose.

ENGINEERING AND CONSTRUCTION BULLETIN NO. 2013-1

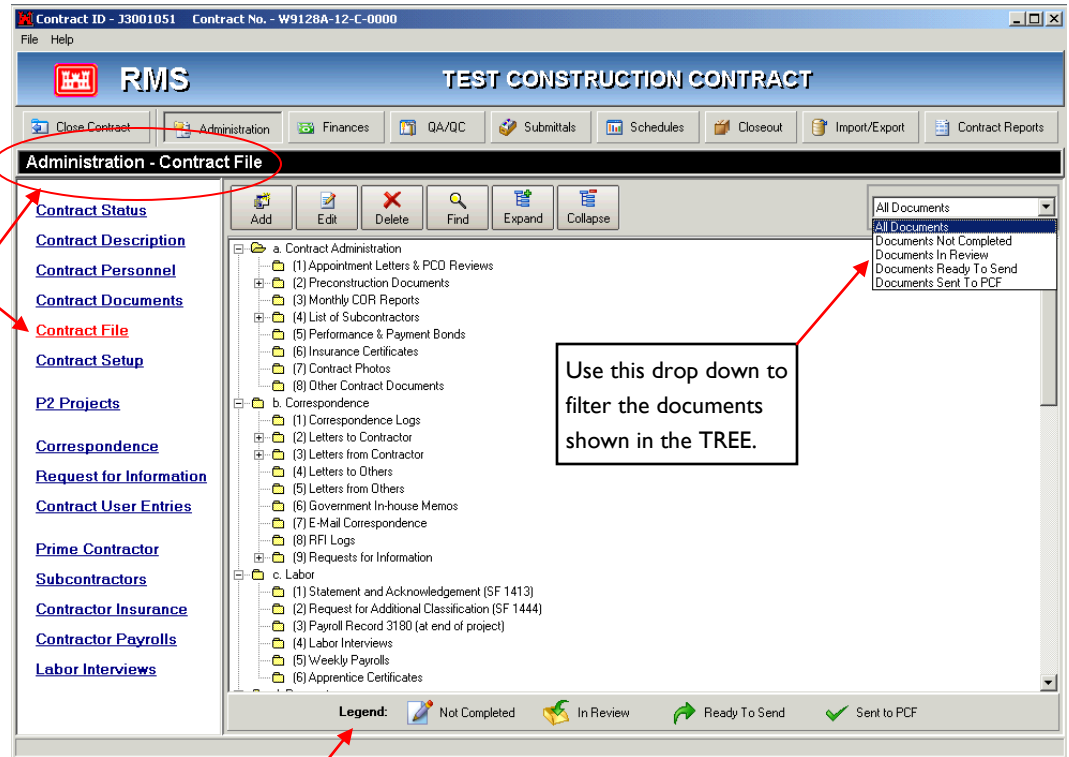
OPORD 2012-66 was endorsed by HQUSACE with the issuance of ECB 2013-1 on 7 Jan 2013. As it relates to construction contracts, the ECB re-emphasizes the use of RMS to manage and administer all construction contracts and advances RMS' new functionality to transfer official contract documents to PCF in compliance with OPORD 2012-66. (NOTE: The RMS Contract File folder was not deployed until 1 February 2013, due to technical issues. An email was sent from HQUSACE, Paul Parsoneault, dated 17 January 2013, to all Chiefs of Construction & Engineering, regarding implementation dates and interim procedures.)

THE BASICS

- Most, if not all documents created during construction can be transferred to PCF using RMS.
- A new menu entry, CONTRACT FILE, has been added to the Contract Administration tab. This is the central location for tracking all documents that will be or have been sent to PCF.
- There are 3 methods for attaching a document to PCF using RMS. Scan a completed document, enter data in an RMS process, generate an RMS report.
- Every document must be "reviewed" before it is transferred to PCF.
- Once a document is marked Complete and Ready to Send to PCF, it cannot be edited or deleted.
- RMS supports electronically signing documents in the Contract File.
- PCF will accept multiple copies of the same document. Subsequent versions added using Method 2 will be labeled "Revision" by RMS.
- Each area that is enabled uses a standard legend to indicate document status.
- RMS is only the conduit for moving documents into PCF. It will not validate or verify documents are correct or properly prepared.

THE BASICS

This is the new CONTRACT FILE screen showing the PCF filing structure, referred to as the "TREE". All documents passing to PCF will be tracked here and can be viewed here, even after they have been copied to PCF.



The Legend at the bottom of the screen is used throughout RMS to indicate the PCF-readiness status of a document.

These symbols indicate the following document status:



Not Completed

The document is still being edited and has not been marked COMPLETED.



In Review

The document has been marked COMPLETED and is ready to be signed. At this stage, the document cannot be edited, but can still be deleted from the TREE.



Ready To Send

The document is signed, either electronically or manually and is ready to be transferred to PCF. Documents in this status cannot be edited or deleted/removed from the TREE.



Sent to PCF

The document has been sent to PCF. Sent documents may still be viewed from the TREE.

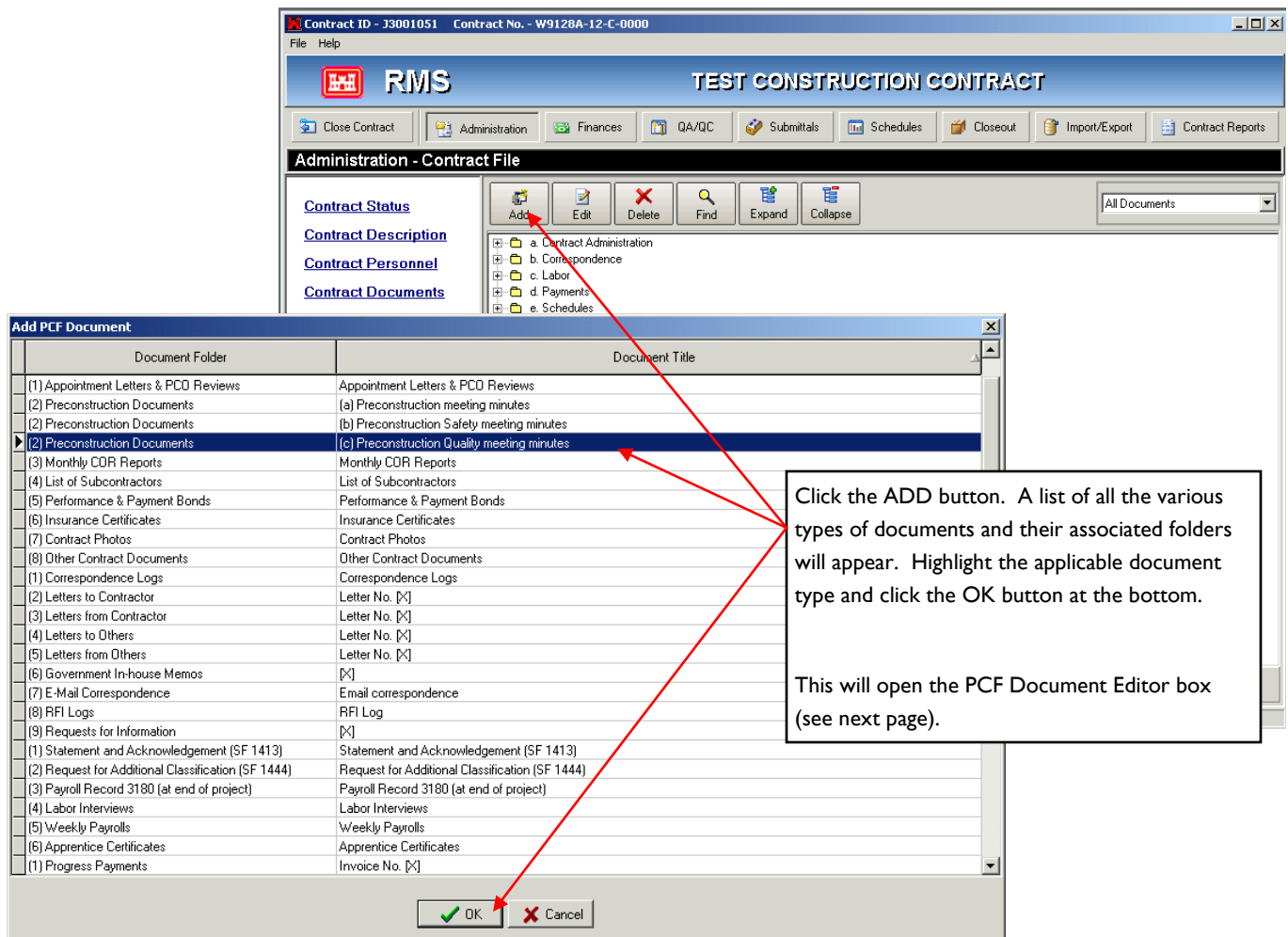
TIP: The CONTRACT DOCUMENTS area has been disabled. New documents can no longer be added here. However, existing documents may still be edited. In order to move existing CONTRACT DOCUMENTS into the CONTRACT FILE, open the document in RMS and save it to an external location, then use [Method 1](#) to manually attach it to the TREE. (The CONTRACT DOCUMENTS selection will disappear after it is emptied.)

HOW TO ADD DOCUMENTS

All documents that are tagged for transfer to PCF can be seen in the TREE. There are 3 basic methods for populating the TREE.

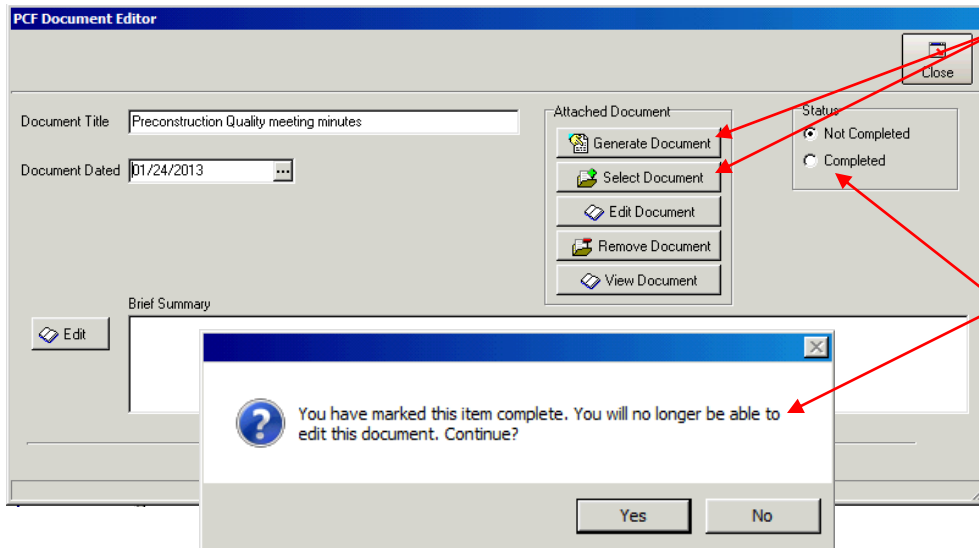
- [Method 1](#). Select/Scan a completed document and attach it.
- [Method 2](#). Enter data in RMS and complete a process, e.g., correspondence, RFI, ENG93, contract mod, daily report.
- [Method 3](#). Run a report in RMS and attach it, e.g., Contract Status Sheet, submittal register, etc.

Method 1 Select/Scan a completed document and attach it



TIP: Documents added using Method 1 are automatically named according to the selected Document Title on the list. However, this may be changed from the PCF Document Editor box. The document is also automatically filed according to the Document Folder associated with the selected document regardless of the folder that is highlighted when the ADD button is selected.

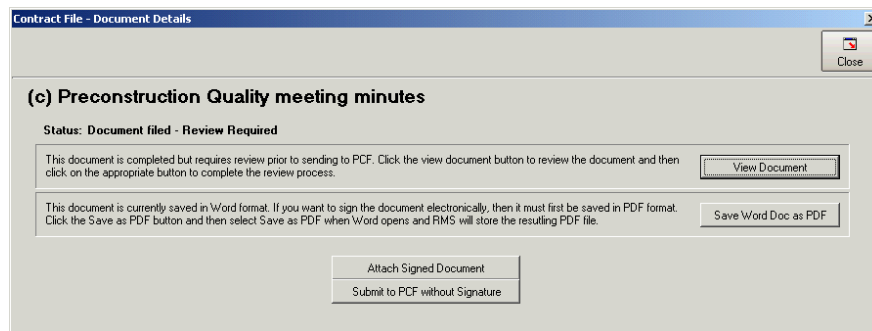
HOW TO ADD DOCUMENTS—METHOD 1



From the PCF Document Editor, select **GENERATE DOCUMENT** to use an RMS template from the Contract Document library; or select the **SELECT DOCUMENT** button to attach an existing document to RMS.

When the document is finished, click the **COMPLETED** radio button. Performing this action will change the document's status to **IN REVIEW** and it can no longer be edited but may still be deleted from the TREE.

A YES response brings up the following dialog box.



TIP: The following functionality is consistent throughout RMS where these buttons are used.

View Document

Click this button to bring up the document in READ/ONLY mode. While it may appear that editing is possible, the document attached to this link is locked and cannot be edited. In order to electronically sign this document, it must first be converted to PDF; as a PDF file, it can be signed electronically and its status will change to **READY TO SEND** in the TREE.

Save Word Doc as PDF

RMS will recognize a WORD document and prompt to convert it to a PDF. Click this button to open it in WORD. Click on ADOBE PDF on the WORD menu bar. Select CONVERT TO ADOBE PDF. Save the file under the default name and location. Close the WORD and Adobe Acrobat windows. **IMPORTANT:** Click on YES to store the document to RMS database when prompted.

A new Document Details box (see next page) will open and the newly created PDF file can now be signed. This will complete the document and change its status to **READY TO SEND** in the TREE.

NOTE: Before selecting either of the buttons below, the selected document must be completed, and ready to send to PCF as no further editing or deletion of the document will be possible. RMS will not detect a signature, but it will track whether or not a document is signed in accordance with how it was attached.

Attach Signed Document

Click this button to select and attach an existing signed document.

Submit to PCF without Signature

Click this button to send the document as-is, without signature.

HOW TO ADD DOCUMENTS—METHOD 1

Contract File - Document Details

(c) Preconstruction Quality meeting minutes

Status: Document filed - Review Required

This document is completed but requires review prior to sending to PCF. Click the view document button to review the document and then click on the appropriate button to complete the review process.

View Document

Attach Signed Document OR Submit to PCF without Signature

Sign Electronically

Document Signature Optional

Sign Document

Click the SIGN DOCUMENT button to attach an electronic signature to the completed PDF document. Select the latest dated Email certificate when prompted.

Contract File - Document Details

(c) Preconstruction Quality meeting minutes

Status: Document filed and Electronically signed - Ready to Send to PCF

This document is now ready to send to PCF. You can still view the document, but no further changes are allowed. The document will be sent to PCF during the next cycle of batch processing.

View Document

Electronic Signatures

Signature completed by WON.DORINDA.YH.1232034471 on 01/24/2013 4:49:54 PM

After this step, the document's status is changed to [READY TO SEND](#) and it will be sent to PCF in the next batch export.

IMPORTANT: RMS will not check documents for signatures. It will be the responsibility of the user and final reviewer to ensure documents that require signatures are properly and correctly signed..

HOW TO ADD DOCUMENTS—METHOD 1

Completed documents will be included on the TREE, but will not be sent to PCF while still [IN REVIEW](#) status.

In order to change a document's status to [READY TO SEND](#), the document must be either signed electronically in RMS, or manually signed, if required, and attached. Only documents in [READY TO SEND](#) status will be sent to PCF.

These actions may be accessed by clicking on the document in the TREE or by clicking on the [VIEW DOCUMENT](#) button from the area in which the document was originally generated.

The screenshot displays the RMS software interface for a 'TEST CONSTRUCTION CONTRACT'. The top menu bar includes 'File' and 'Help'. Below it, a toolbar contains buttons for 'Close Contract', 'Administration', 'Finances', 'QA/QC', 'Submittals', 'Schedules', 'Closeout', 'Import/Export', and 'Contract Reports'. The main window is titled 'Administration - Contract File' and features a sidebar with various navigation links such as 'Contract Status', 'Contract Description', 'Contract Personnel', 'Contract Documents', 'Contract File', 'Contract Setup', 'P2 Projects', 'Correspondence', 'Request for Information', 'Contract User Entries', 'Prime Contractor', 'Subcontractors', 'Contractor Insurance', 'Contractor Payrolls', and 'Labor Interviews'. The central area shows a hierarchical tree of documents, including 'a. Contract Administration', '(1) Appointment Letters & PCO Reviews', '(2) Preconstruction Documents', '(c) Preconstruction Minutes', '(c) Preconstruction Quality meeting minutes', '(3) Monthly COR Reports', '(4) List of Subcontractors', '(5) Performance & Payment Bonds', '(6) Insurance Certificates', '(7) Contract Photos', and '(8) Other Contract Documents'. A callout box with red arrows pointing to the tree and the legend explains that documents are tagged with status icons (Not Completed, In Review, Ready To Send, Sent to PCF) and that they can be accessed by double-clicking. The legend at the bottom shows four status icons: 'Not Completed' (red X), 'In Review' (yellow folder), 'Ready To Send' (green arrow), and 'Sent to PCF' (green checkmark).

As documents are tagged completed, they will appear in the CONTRACT FILE area in their applicable location in the "TREE".

Note the graphic next to each document. These correspond to the status of the document as defined in the [Legend](#) at the bottom of the screen.

Documents may also be accessed or viewed from the TREE by double-clicking on the document.

Legend: Not Completed In Review Ready To Send Sent to PCF

NOTE: Documents in the TREE that are [READY TO SEND](#) cannot be edited or deleted. However for [Method 2](#) only, if a replacement version is created, the newer version will replace the previous version as long as it has not yet been sent to PCF. Once a document is sent to PCF, subsequent versions will be tagged as a REVISION.

HOW TO ADD DOCUMENTS

Method 2 Enter data in RMS and complete a process

Selected modules in RMS have been modified to incorporate electronic signatures and facilitate automatic transfer to PCF.

- [Correspondence](#)
- [Request for Information \(RFI\)](#)
- [ENG93 Progress Payment](#)
- [Contract Modifications](#)
- [QA Daily Reports](#)

In general, the basic procedures in these modules have not changed. An additional step has been added to the end of each to sign completed documents and identify these for transfer to PCF. Similar dialog boxes and functionality are used in each module.

NOTE: Currently, attached electronic signature are only visible on documents accessed from the TREE and the process area. The electronic signatures are not present on the identical documents accessed from the CONTRACT REPORTS menu.

CORRESPONDENCE

Preparation of outgoing correspondence is unchanged. The ability to sign the completed PDF document in RMS and transfer a copy to PCF has been added. Documents may also be generated and/or completed external to RMS and still be signed electronically in RMS —use the IMPORT LETTER button. In order to do this, create a PDF file of the document, add it to RMS, then use RMS to attach the electronic signature. Incoming correspondence works the same as outgoing correspondence.

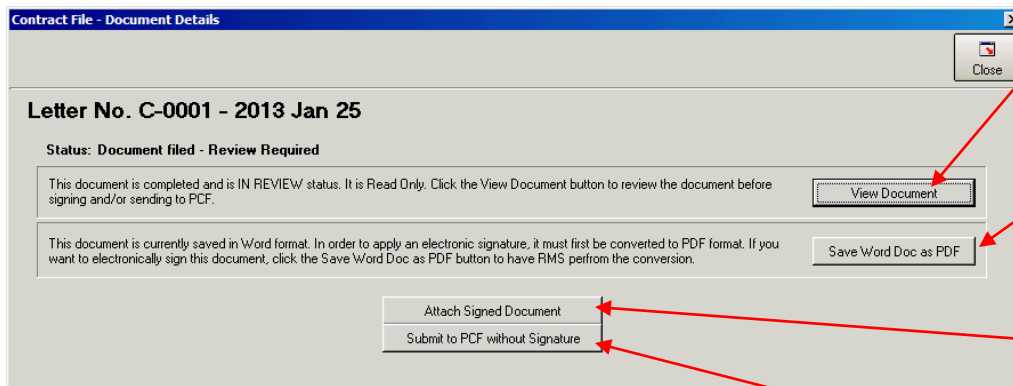
When the letter is completed and ready to issue, change the status to SENT. The Contract File Status will change from **NOT COMPLETED** to **IN REVIEW**. Click on the **VIEW/SIGN DOCUMENT** button to initiate the electronic signature process.

METHOD 2: CORRESPONDENCE

Steps for generating and electronically signing correspondence in RMS:

- Step 1. Generate the letter in RMS. Save the WORD file to enable continued editing of the document.
- Step 2. When the document is finished, change its status to SENT.
- Step 3. Click on the [VIEW/ DOCUMENT](#) button (see [page 8](#), Method 1 for detailed explanation).
- Step 4. Convert the Word Doc to PDF. Save the file with the default name and default location and store to the RMS database.
- Step 5. Sign the document using the latest dated email certificate. The document will show in the Contract File TREE as [READY TO SEND](#).

NOTE: Signed correspondence cannot be deleted from the Correspondence log or the TREE.

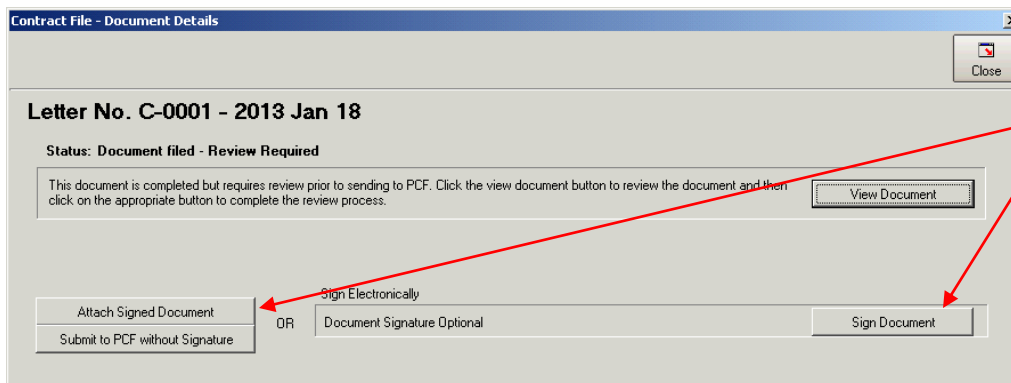


Click on the [VIEW DOCUMENT](#) button to bring up the document in READ/ ONLY mode.

Click on the [SAVE WORD DOC AS PDF](#) button to convert and attach an electronic signature.

Click on the [ATTACH SIGNED DOCUMENT](#) button to select an existing signed PDF file.

To send the document [without a signature](#), click on this button.



REMINDER: Before selecting any of these 3 buttons, the selected document must be completed and ready to send to PCF as no further editing or deletion of the document will be possible.

HOW TO ADD DOCUMENTS—METHOD 2

REQUEST FOR INFORMATION

Preparation of responses to Requests for Information (RFI) is unchanged. The ability to sign the completed response in RMS and transfer a copy to PCF have been added.

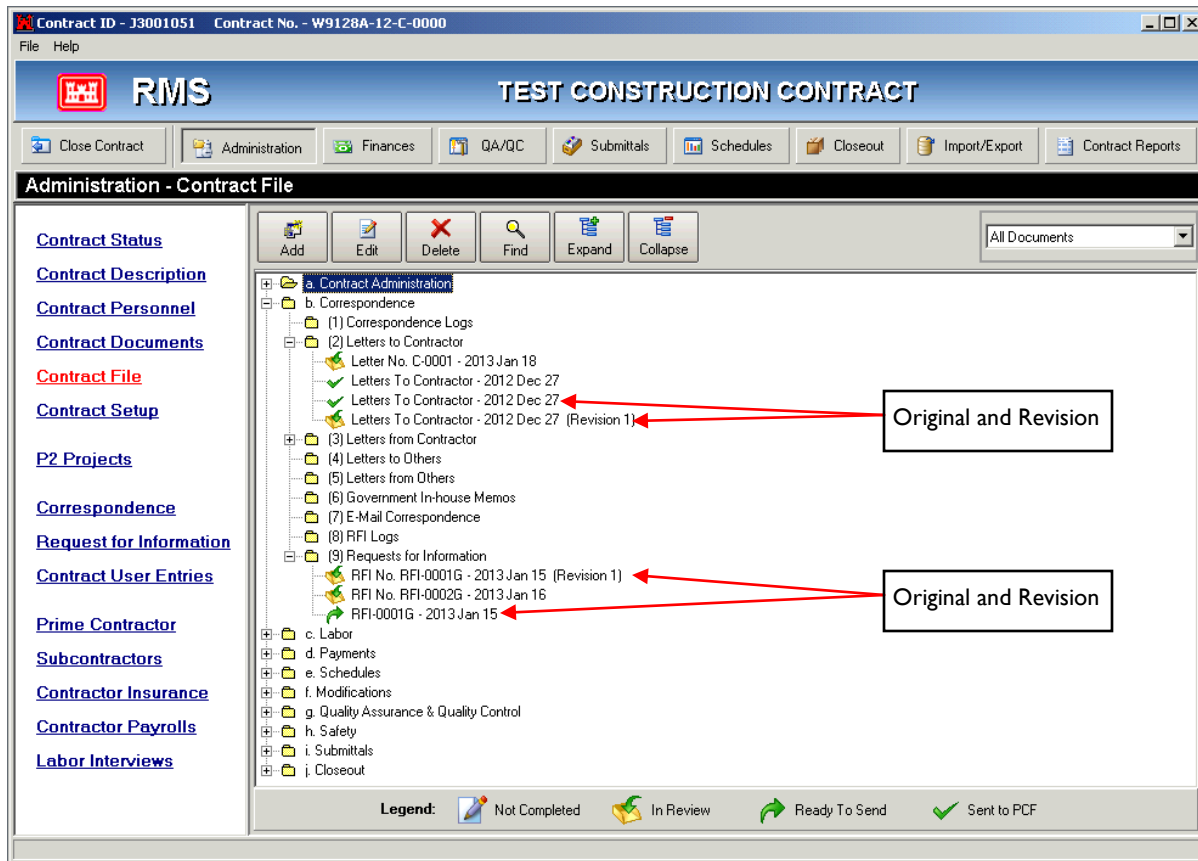
Check the COR APPROVED box. The status of the RFI will change and the [VIEW/SIGN DOCUMENT](#) button will appear. Click this button to electronically sign the completed RFI.

TIP: Once the RFI is signed it cannot be changed. However, if it is discovered that changes are needed before the electronic signature is applied, just uncheck the COR APPROVED box and the RFI response can still be changed.

Click this button to open and view the document in READ ONLY mode. While it may appear that editing is possible, any changes made here will not be saved.

REMINDER: Before selecting this button, the RFI response must be completed and ready to send to PCF. Once signed, this response cannot be edited or deleted.

METHOD 2: RFI



NOTE: When a document is signed, its status in the TREE will change to **READY TO SEND** and it cannot be deleted. However, the COMPLETED block on Method 2 documents can be unchecked and the document can be edited and resigned. When this happens, the original document is retained and a REVISION is created and added to the TREE. Both the original and all subsequent revisions will be sent to PCF.

HOW TO ADD DOCUMENTS—METHOD 2

ENG93 PROGRESS PAYMENTS

There are no changes to the process for preparing the ENG93 until the OBLIGATIONS screen.

Progress Payment - Invoice No. 2

Request Allowed ENG 93 Check Close

Invoice		Activity Earnings		Subcontractor Deductions		Obligations		Obligation	Obligation Payment
Line Item	CEFMS Accruals	Available for Earnings	Earnings by Obligation	Retainage This Period	Retainage This Period	Other Deductions This Period	Retainage Refund This Period	Other Refunds This Period	Status
NC0001	\$0.00	\$9,999,990.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	No Earnings this period
Totals		\$0.00	\$9,999,990.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Obligation Line Item NC0001 contract amount

Obligation in CEFMS	\$0.00	Previous Retainage	\$0.00
Previous Earnings	\$10.00	Total Retainage to Date	\$0.00
CEFMS Accrual	\$0.00	Previous Other Deductions	\$0.00
Available for Earnings	\$9,999,990.00	Total Other Deductions to Date	\$0.00

Invoice No. 2 - Total All Obligation Line Items

Total Earnings this Period	\$0.00	± Retainage this Period	\$0.00
Earnings by Obligations	\$0.00	± Other Deductions	\$0.00
Variance	\$0.00	Amount Due Contractor	\$0.00

Contract File Status: Invoice No. 2 filed - Signature Required

View / Sign Document

When the ENG93 COMPLETED block is checked, the screen will change and the button to [VIEW/SIGN DOCUMENT](#) will appear. See next screen shot for subsequent prompts.

Contract File - Document Details

Payment No. 1 - 2012 Dec 21 (Revision 3)

Status: Document Filed - Signature Required

This document requires signature(s). If you are a signer of the document, click the view document button to review the document and then click on the appropriate button to electronically sign the document OR you may attach a signed copy of the document in PDF format.

View Document

Attach Signed Document OR

Sign Electronically

Preparer Signature Required

Sign as Preparer

CDR Signature Required

Sign as CDR

Click on the [VIEW DOCUMENT](#) button to bring up a PDF copy of the document. At this point the document can still be edited by closing this screen and unchecking the ENG93 COMPLETED block.

Contract File - Document Details

Payment No. 1 - 2012 Dec 21 (Revision 5)

Status: Document Filed - Signature Required

This document requires signature(s). If you are a signer of the document, click the view document button to review the document and then click on the appropriate button to electronically sign the document OR you may attach a signed copy of the document in PDF format.

View Document

Attach Signed Document OR

Sign Electronically

Preparer signature completed by W0N.DORINDA.YH.1232034471 on 12/21/2012 12:33:30 PM

CDR Signature Required

Sign as CDR

When completed, the ENG93 may be signed electronically here. Use the email certificate with the highest number/latest expiration date. When there are more than one signature required, as indicated here, the signatures must be applied in order, i.e., the top signature must be added before the second signature will be allowed.

Status: Document filed and Electronically signed - Ready to Send to PCF

This document is now ready to send to PCF. You can still view the document, but no further changes are allowed. The document will be sent to PCF during the next cycle of batch processing.

View Document

Electronic Signatures

Preparer signature completed by W0N.DORINDA.YH.1232034471 on 12/21/2012 12:33:30 PM

CDR signature completed by W0N.DORINDA.YH.1232034471 on 12/21/2012 12:35:18 PM

It is also the user's responsibility to ensure that the names selected on the INVOICE tab are the same as the electronic signature. RMS does not check this.

METHOD 2: ENG93 PROGRESS PAYMENTS

After applying signatures, click on the [VIEW DOCUMENT](#) button to display the completed ENG93 as a PDF document.

The electronic signatures are visible on the document. Details of the signature can be viewed by clicking on the SIGNATURE PANEL button to show the signature details on the left side of the window.

TIP: At this point, the ENG93 is completed and ready to send to PCF. However, unchecking the ENG93 COMPLETED box will allow changes to the ENG93. But, the revised ENG93 will need to be resigned by both the Preparer and the COR and both the original and revised versions of the ENG93 will be sent to PCF.

Line Item	CEFMS Accruals	Available for Earnings	Earnings by Obligation	Retainage This Period	Retainage This Period	Other Deductions This Period	Retainage Refund This Period	Other Refunds This Period	Obligation This Period	Obligation Payment Status
NC0001	\$0.00	\$9,999,990.00	\$0.00	0%	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	No Earnings this period
Totals	\$0.00	\$9,999,990.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	

Obligation Line Item	NC0001 contract amount
Obligation in CEFMS	\$0.00
Previous Earnings	\$10.00
CEFMS Accrual	\$0.00
Available for Earnings	\$9,999,990.00
Previous Retainage	\$0.00
Total Retainage to Date	\$0.00
Previous Other Deductions	\$0.00
Total Other Deductions to Date	\$0.00

Invoice No. 2 - Total All Obligation Line Items			
Total Earnings this Period	\$0.00	± Retainage this Period	\$0.00
Earnings by Obligations	\$0.00	± Other Deductions	\$0.00
Variance	\$0.00	Amount Due Contractor	\$0.00

☒ **ENG 93 Completed**

Send Payment to CEFMS

Email ENG93 to CEFMS

View Document

IMPORTANT: Do not forget to complete the process. Signing the ENG93 in RMS does not change the process in CEFMS. It is still necessary for the COR to sign the obligations in CEFMS. Finalizing the payment is the same as before, the COR must click this button to SEND PAYMENT TO CEFMS. A copy will be concurrently emailed to the Finance Center.

HOW TO ADD DOCUMENTS—METHOD 2

CONTRACT MODIFICATIONS

Changes to the process for completing Contract Modifications have been made to ensure mod number consistency among RMS, PD2 and the CAR. Additionally, in order to accommodate PCF's requirement for all of the documents related to the mod be grouped and filed in PCF as a package, a new MOD PACKAGE tab has been added. Under this tab is a list of the various types of documents that make up a mod package.

Every mod package that is sent to PCF from RMS, requires the inclusion of at least 2 documents, the SF30 and the CAR. All other documents are discretionary. Mods that are prepared outside of RMS, typically by the Contracting Office still need to be input in RMS in order to ensure that RMS contains a complete accounting of contract actions. However, the actual documents pertaining to these mods do not need to be input in RMS for transfer to PCF. That will remain the responsibility of the office preparing those documents. When this situation occurs, check the box at the top of the list to disable the sending of documents for that mod to PCF,

	Required?	Status	
a. Statement of Work/Scope, BCD	<input checked="" type="checkbox"/> Yes	Not Complete - 1 Document Included	Add/Edit/Delete
b. Solicitation - Request for Proposal	<input checked="" type="checkbox"/> Yes	Not Complete - No Documents Included	Add/Edit/Delete
c. Independent Government Estimate	<input checked="" type="checkbox"/> Yes	Not Complete - No Documents Included	Add/Edit/Delete
d. Contractor's Offer (quote/bid/proposal)	<input checked="" type="checkbox"/> Yes	Not Complete - No Documents Included	Add/Edit/Delete
e. Cost/Pricing Audit Report	<input type="checkbox"/> Yes	Not Required	
f. Pre-Negotiation Objectives Memorandum (POM)	<input type="checkbox"/> Yes	Not Required	
g. Price/Post Negotiation Memorandum (PNM)	<input checked="" type="checkbox"/> Yes	Not Complete - No Documents Included	Add/Edit/Delete
h. Certificate of current Cost or Pricing Data	<input type="checkbox"/> Yes	Not Required	
i. Funding Documentation	<input checked="" type="checkbox"/> Yes	Not Complete - No Documents Included	Add/Edit/Delete
j. Modification SF30	Yes	Not Complete - 1 Document Included	Add/Edit/Delete
k. Contract Action Report (CAR)	Yes	Not Complete - No Documents Included	Add/Edit/Delete
l. Miscellaneous Supporting Documents	<input type="checkbox"/> Yes	Not Required	
<input type="checkbox"/> Mod Package Complete - Send to District/PCF			

Steps for assembling the Mod Package:

- Step 1. Prepare and complete mod package documents as usual.
- Step 2. Check the boxes on the Mod Package tab for all of the documents that will be included in the final mod package.
- Step 3. Add/Attach the completed document(s) for each section. Documents created using an RMS procedure—[BCD](#), [SF30](#) can be signed electronically in RMS. Word documents—POM, PNM, etc., after conversion to PDF, can also be signed in RMS.
- Step 4. After all documents in a section are attached, and signed if needed, mark the section completed.
- Step 5. After all sections are completed, check the MOD PACKAGE COMPLETE box.

NOTE: Individual documents in the Mod Package will be sent to PCF as completed and marked [READY TO SEND](#). This checklist is only intended to assist in ensuring all mod package documents have been completed and added to PCF.

METHOD 2: CONTRACT MODIFICATIONS

Procedure changes for completing the SF30

The following applies only to modifications prepared and processed using RMS.

IMPORTANT: Do not enter the Modification No. until the mod action is entered in PD2 and the PD2-assigned mod number is obtained. The number entered here must be the same as the mod number in PD2 and on the CAR.

This may occur after the contractor and ACO have signed the SF30.

Do not forget to fill in this number, Section j cannot be marked COMPLETE without it.

The screenshot shows the SF30 form (R00003-) with the following sections:

- SF30 - 1** to **SF30 - 3** tabs.
- Release Mod**, **Pay Activities**, **Mod Package**, and **Supporting Docs** tabs.
- SF30 Block 2**: Modification No. [] Note: The modification number entered here must match the mod number assigned by PD²
- SF30 Block 4**: Requisition No. []
- SF30 Block 12**: Accounting and Appropriation Data (Optional Additional Notes) []
- SF30 Block 13**:
 - ☐ A. Issued Pursuant to:
 - ☐ B. Administrative Changes
 - ☐ C. Supplemental Agreement
 - ☐ D. Other
 - FAR Clause(s) []
- E. IMPORTANT**: Contractor ☒ is ☐ is not required to sign this document
- SF30 Block 14**: Modification Title []

The screenshot shows the SF30 form (R00001-testing) with the following sections:

- SF30 - 1** to **SF30 - 3** tabs.
- Release Mod**, **Pay Activities**, **Mod Package**, and **Supporting Docs** tabs.
- SF30 Block 14**: Change in Contract Price (Optional Additional Notes) []
- Change in Contract Time (Optional Additional Notes)** [] ☐ Exclude standard time text on SF30
- Change in Schedule** []
- Closing Statement** []
- SF30 Block 15A - Contractor Signature**:
 - Name of Signer []
 - Title []
- SF30 Block 16A - Government Signature**:
 - ☐ Contracting Officer
 - ☒ Administrative Contracting Officer
 - SF30 Signed By []
 - Title []

IMPORTANT: Be sure to select the name of the person who is signing the SF30 electronically. RMS does not check to make sure the electronic signature matches the name selected here. It is the user's responsibility to ensure data quality and consistency.

METHOD 2: CONTRACT MODIFICATIONS

R00001-testing

SF30 - 1 SF30 - 2 SF30 - 3 Release Mod Pay Activities Mod Package Supporting Docs

SF30 Close

✓ ☒ Modification funded with PR&C in CEFMS

✓ **Modification Signed**

SF30 - Contractor Signature Required ☒ Yes Sent to Contractor 12/27/2012 Date Due Back 01/03/2013 Date Signed 12/27/2012

SF30 - Government Signature 01/25/2013

✓ **Obligation Line Items Linked to CLIN Changes for Payment**

Edit

CLIN	CLIN Title	Change Amount	Obligation Amount
0002	testing	\$100.00	\$100.00

Totals \$100.00 \$100.00

☒ Modification funded with Obligations in CEFMS

☐ Modification Completed - Include this Modification in Current Contract

After Modification is Completed adjust activities to equal new CLIN amounts

IMPORTANT: Checking this box is independent of [completing the Mod Package](#). Check this box to update the contract with the amount and time associated with the mod.

TIP: The MODIFICATION COMPLETED box can still be unchecked if changes to the mod need to be implemented. However, documents previously sent to PCF need to be redone and resent with the revised mod data.

METHOD 2: CONTRACT MODIFICATIONS

Adding a BCD or SF30 to the package

R00001-testing

SF30 - 1 SF30 - 2 SF30 - 3 Release Mod Pay Activities **Mod Package** Supporting Docs

☐ Mod package will be completed and loaded into PCF from outside of RMS

	Required?	Status	
a. Statement of Work/Scope, BCD	<input checked="" type="checkbox"/> Yes	Not Complete - 1 Document Included	Add/Edit/Delete
b. Solicitation - Request for Proposal	<input checked="" type="checkbox"/> Yes	Not Complete - No Documents Included	Add/Edit/Delete
c. Independent Government Estimate	<input checked="" type="checkbox"/> Yes	Not Complete - No Documents Included	Add/Edit/Delete
d. Contractor's Offer (quote/bid/proposal)	<input checked="" type="checkbox"/> Yes	Not Complete - No Documents Included	Add/Edit/Delete
e. Cost/Pricing Audit Report	<input type="checkbox"/> Yes	Not Required	
f. Pre-Negotiation Objectives Memorandum (POM)	<input type="checkbox"/> Yes	Not Required	
g. Price/Post Negotiation Memorandum (PNM)	<input checked="" type="checkbox"/> Yes	Not Complete - No Documents Included	Add/Edit/Delete
h. Certificate of current Cost or Pricing Data	<input type="checkbox"/> Yes	Not Required	
i. Funding Documentation	<input type="checkbox"/> Yes	Not Required	
Mandatory → j. Modification SF30	Yes	Not Complete - 1 Document Included	Add/Edit/Delete
Mandatory → k. Contract Action Report (CAR)	Yes	Not Complete - No Documents Included	Add/Edit/Delete
l. Miscellaneous Supporting Documents	<input type="checkbox"/> Yes	Not Required	

☐ Mod Package Complete - Send to District/PCF

Close

Click the ADD/EDIT/DELETE button to add the BCD or SF30 to the mod package.

Click the ADD button.

Then select the method to add the BCD or SF30.

Manually add all other documents associated with and in support of the BCD/ or SF30 also.

Check this box after all applicable documents have been added and completed.

Mod Package Documents

Manually Add Document
Add BCD from RMS for Change Request [00002]

Document Title	Document Status

Mod Reference No. R0010 - Modification Package
Section a. Statement of Work/Scope, BCD

Is this section of the Modification Package Complete? ☐ Yes

METHOD 2: CONTRACT MODIFICATIONS**Adding a BCD or SF30 to the package (cont.)****Add from RMS**

The standard signature dialog box will appear.

IMPORTANT: At this stage, the BCD and SF30 are READ ONLY and cannot be edited. If any changes need to be made, these need to be done prior to attaching any signatures. In order to make changes to the BCD, before it is signed, return to the Change Request screen; for the SF30, return to the applicable tab in the Contract Mod area. After the changes are made, the revised document must be ADDED again because RMS is only storing images of the document at the time it is ADDED. Previous versions, if unsigned, may and should be deleted.

Click the [SIGN](#) buttons to sign the BCD electronically.

The buttons in this dialog operate the same as described in previous examples. This will complete the BCD and change its status to [READY TO SEND](#) in the TREE. After a signature is added, the BCD cannot be edited or deleted.

REMINDER: When there are multiple signatures required, the signatures must be applied in the order shown.

Click the [SIGN DOCUMENT](#) button to sign the SF30 electronically.

RECOMMENDATION: Since most SF30s are sent to the contractor to sign first, after receiving the signed contractor copy back, scan it and attach it manually to RMS (see next page), then sign it electronically.

METHOD 2: CONTRACT MODIFICATIONS

Adding a BCD or SF30 to the package (cont.)

Manually Add Document

This dialog box works the same as described under Method 1 on page 7.

The image shows two overlapping windows. The top window is the 'PCF Document Editor' with fields for 'Document Title' (Change No. R00003 - Basic Change Document) and 'Document Dated' (01/25/2013). It has buttons for 'Generate Document', 'Select Document', 'Edit Document', 'Remove Document', and 'View Document'. A 'Status' section has radio buttons for 'Not Completed' (selected) and 'Completed'. A red arrow points to the 'Completed' radio button. The bottom window is 'Contract File - Document Details' for '(a) Change No. R00003 - Basic Change Document'. It shows 'Status: Document Filed - Signature Required' and buttons for 'View Document', 'Save Word Doc as PDF', and 'Attach Signed Document'. A text box explains that the document must be converted to PDF for electronic signing.

Click the COMPLETED radio button to initiate the signing process.

When the signature dialog box opens, the newly created PDF file can now be signed. This will complete the BCD or SF30 and change its status to [READY TO SEND](#) in the TREE.

REMINDER: There are no restrictions on who can or cannot sign. Any user who is able to activate a signature screen will be able to apply his/her signature. It will be the responsibility of each office to establish local procedures to ensure only authorized individuals sign where appropriate. Also, where multiple signatures are required, the program will allow the same person to sign in multiple blocks.

The image shows the 'Mod Package Documents' dialog box. It has 'Add', 'Edit', and 'Delete' buttons at the top. Below is a table with two columns: 'Document Title' and 'Document Status'. The table lists three documents. The first is '(a) Change No. 00002 - Basic Change Document - 2013 Jan 16' with status 'Complete - Ready to Send to PCF'. The second is '(a) Change No. 00002 - Basic Change Document - 2013 Jan 25 (Revision 1)' with status 'Document Filed - Review Required'. The third is '(a) Change No. R00002 - Basic Change Document' with status 'Not Complete'. A red arrow points to the 'Not Complete' status. At the bottom, there is a section for 'Mod Reference No. R0010 - Modification Package' and 'Section a. Statement of Work/Scope, BCD'. It asks 'Is this section of the Modification Package Complete?' with a 'Yes' checkbox. A red arrow points to the 'Yes' checkbox.

Added documents are listed and their status indicated. Documents that are not yet Completed, require signature (s).

When all attached documents are completed, check this box

METHOD 2: CONTRACT MODIFICATIONS**Adding other documents to the package**

The procedure for adding documents other than the BCD and SF30 to the mod package is similar to adding documents manually ([Method 1](#)).

R00002-new test

SF30 - 1 SF30 - 2 SF30 - 3 Release Mod Pay Activities **Mod Package** Supporting Docs

SF30 Close

	Required?	Status	
a. Statement of Work/Scope, BCD	<input checked="" type="checkbox"/> Yes	Not Complete - 1 Document Included	Add/Edit/Delete
b. Solicitation - Request for Proposal	<input checked="" type="checkbox"/> Yes	Not Complete - 1 Document Included	Add/Edit/Delete
c. Independent Government Estimate	<input checked="" type="checkbox"/> Yes	Not Complete - No Documents Included	Add/Edit/Delete
d. Contractor's Offer (quote/bid/proposal)	<input checked="" type="checkbox"/> Yes	Not Complete - No Documents Included	Add/Edit/Delete
e. Cost/Pricing Audit Report			
f. Pre-Negotiation Objectives Memorandum (POM)			
g. Price/Post Negotiation Memorandum (PNM)			
h. Certificate of current Cost or Pricing Data			
i. Funding Documentation			
j. Modification SF30			
k. Contract Action Report (CAR)			
l. Miscellaneous Supporting Documents			

Mod Package Documents

Add Edit Delete Close

Document Title	Document Status
(b) Change No. R00002 - Request for Proposal	Not Complete
(b) Change No. R00002 - Request for Proposal	Not Complete

PCF Document Editor

Document Title: Change No. R00002 - Request for Proposal

Document Dated: []

Attached Document:

- Generate Document
- Select Document
- Edit Document
- Remove Document
- View Document

Status:

- ☒ Not Completed
- ☐ Completed

See [How to Add Documents—Method 1](#) for instructions relevant to this type of dialog box.

Completing the section

Mod Package Documents

Add Edit Delete Close

Document Title	Document Status
(b) Change No. R00002 - Request for Proposal	Complete - Ready to Send to PCF
(b) Change No. R00002 - Request for Proposal	Complete - Ready to Send to PCF

Mod Reference No. R0010 - Modification Package

Section b. Solicitation - Request for Proposal

Is this section of the Modification Package Complete? ☒ Yes

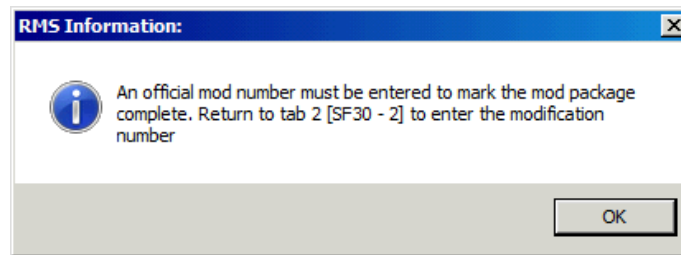
After all documents to be filed in a section are attached and completed, check YES to complete the section.

HOW TO ADD DOCUMENTS—METHOD 2

Completing the package

After all documents have been added and all required sections have been completed, check the MOD PACKAGE COMPLETE box. All of the attached documents can still be viewed, but cannot be edited or deleted. The ADD/DELETE buttons will change to VIEW. The status of the documents in the TREE will be [READY TO SEND](#).

IMPORTANT: Part j, Modification SF30 cannot be COMPLETED without the official Mod No. from PD2.



IMPORTANT: RMS will not validate the number entered. It is the user's responsibility to ensure the correct number is entered and that it is the same as the number on the CAR.

If the SF30 has been signed before obtaining the official Mod No. from PD2, manually add the official Mod No. to the signed document and initial the added text. This is the version that needs to be included in the PCF mod package. A copy of the annotated SF30 with the official Mod No. should also be sent to the contractor for his records.

Modification No. a R00002-new test

SF30 - 1	SF30 - 2	SF30 - 3	Release Mod	Pay Activities	Mod Package	Supporting Docs
<input type="checkbox"/> Mod package will be completed and loaded into PCF from outside of RMS						
	Required?	Status				
a. Statement of Work/Scope, BCD	<input checked="" type="checkbox"/> Yes	Complete -1 Document Included	View			
b. Solicitation - Request for Proposal	<input checked="" type="checkbox"/> Yes	Complete -2 Documents Included	View			
c. Independent Government Estimate	<input checked="" type="checkbox"/> Yes	Complete -No Documents Included	View			
d. Contractor's Offer (quote/bid/proposal)	<input checked="" type="checkbox"/> Yes	Complete -No Documents Included	View			
e. Cost/Pricing Audit Report	<input type="checkbox"/> Yes	Not Required				
f. Pre-Negotiation Objectives Memorandum (POM)	<input checked="" type="checkbox"/> Yes	Complete -No Documents Included	View			
g. Price/Post Negotiation Memorandum (PNM)	<input checked="" type="checkbox"/> Yes	Complete -No Documents Included	View			
h. Certificate of current Cost or Pricing Data	<input type="checkbox"/> Yes	Not Required				
i. Funding Documentation	<input checked="" type="checkbox"/> Yes	Complete -No Documents Included	View			
Mandatory → j. Modification SF30	Yes	Complete -2 Documents Included	View			
Mandatory → k. Contract Action Report (CAR)	Yes	Complete -No Documents Included	View			
l. Miscellaneous Supporting Documents	<input type="checkbox"/> Yes	Not Required				
		<input checked="" type="checkbox"/> Mod Package Complete - Send to District/PCF				

IMPORTANT: The MOD PACKAGE COMPLETE box cannot be checked if the official Modification No. has not been entered on tab 2 of the SF30.

TIP: Any of these boxes may be unchecked to add additional documents or revise previously attached documents. In order to redo the SF30, remove the Mod No. from the SF30-2 tab first. Revised documents do not replace the original, they will be sent to PCF in addition to the original. It is good practice to include a note on the revised document to identify the document that it supersedes.

HOW TO ADD DOCUMENTS—METHOD 2

QA DAILY REPORTS

The basic process of creating the QA Daily Report is unchanged. The only part that has changed is the addition of an electronic signature and the capability to transfer the report to PCF through RMS.

CIVIL QA Report Number 0 1/4/2008 -- Friday

QA Report

[Weather](#)
Weather Not Entered

[QA Narratives](#)
2 Written Today

[Deficiencies](#)
0 Issued; 0 of 0 Verified

[QA Tests](#)
0 Completed Today

[QA Final Follow-Ups](#)
None Required

[Verify QC Requirements](#)
None Required

[Labor Interviews](#)
0 Held Today

[Accident Reporting](#)
0 Accidents Today

[QA Attachments](#)
0 Attachments Today

☐ QA Report Completed
☐ Not Required

Contract File Status: Government QA Reports not complete

Contract File Status: Contractor QC Reports not complete

A new status bar has been added to track the signing and transfer process.

MILITARY QA Report Number 0 1/4/2008 -- Friday

QA Report *Read Only*

[Weather](#)
Weather Not Entered

[QA Narratives](#)
2 Written Today

[Deficiencies](#)
0 Issued; 0 of 0 Verified

[QA Tests](#)
0 Completed Today

[QA Final Follow-Ups](#)
None Required

[Verify QC Requirements](#)
None Required

[Labor Interviews](#)
0 Held Today

[Accident Reporting](#)
0 Accidents Today

[QA Attachments](#)
0 Attachments Today

☒ QA Report Completed
☐ Not Required

Contract File Status: Government QA Reports filed - Signature Required

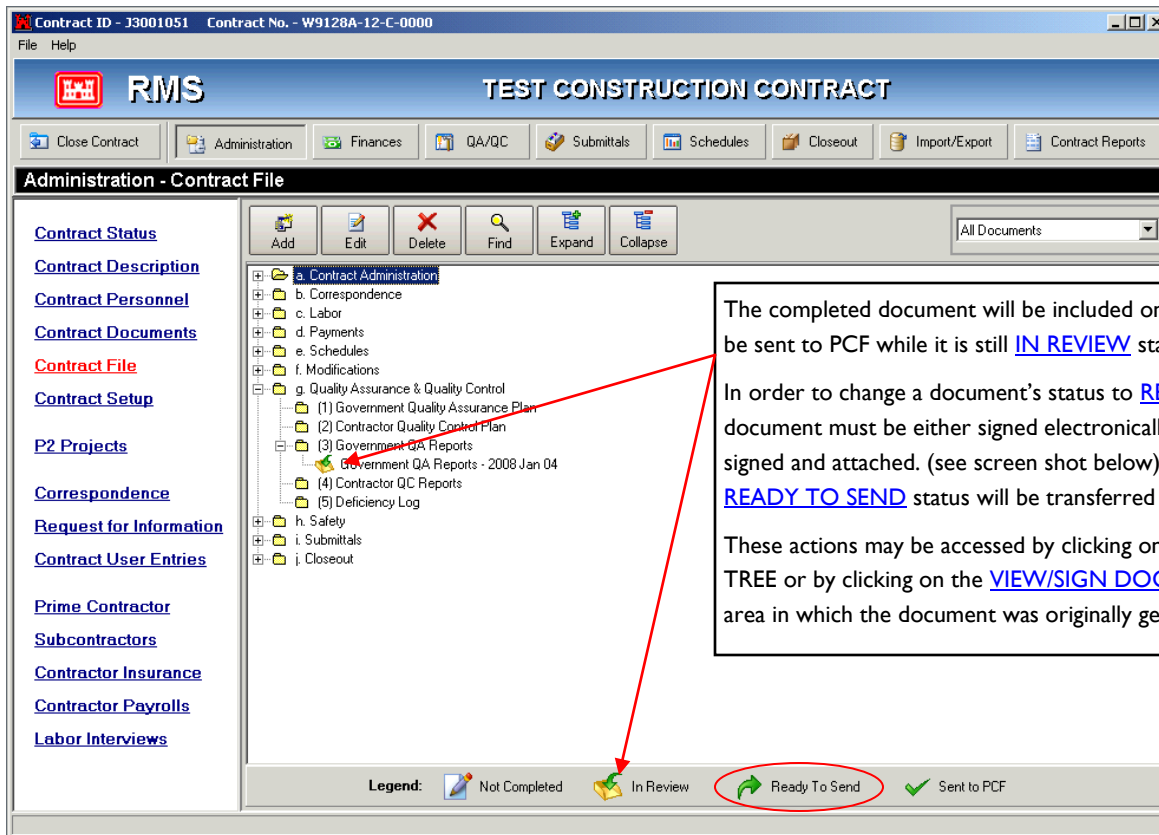
Contract File Status: Contractor QC Reports not complete

[View / Sign Document](#)

The status bar will change indicating the completion status of the report and the opportunity to electronically sign the report will be available by clicking the [VIEW/SIGN DOCUMENT](#) button.

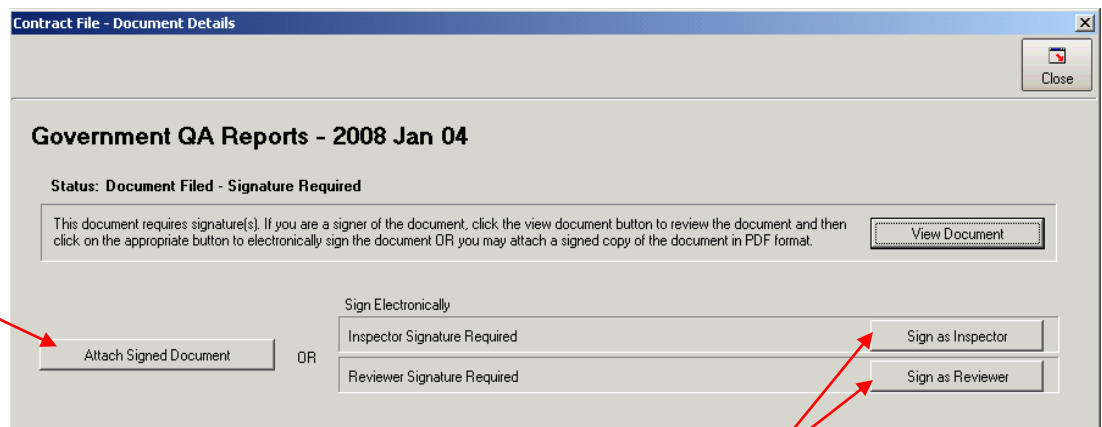
When the report is completed, check the QA REPORT COMPLETED box. In order for a daily report to be transferred to PCF, the report must be marked COMPLETED and it must be signed.

METHOD 2: QA DAILY REPORTS



TIP: The dialog box that appears is similar to the prompts that are generated with the progress payment and are the same that are used throughout RMS. Completing this step will change the document's status to **READY TO SEND**.

Click on this button to attach a report that has been manually signed, and scanned in.



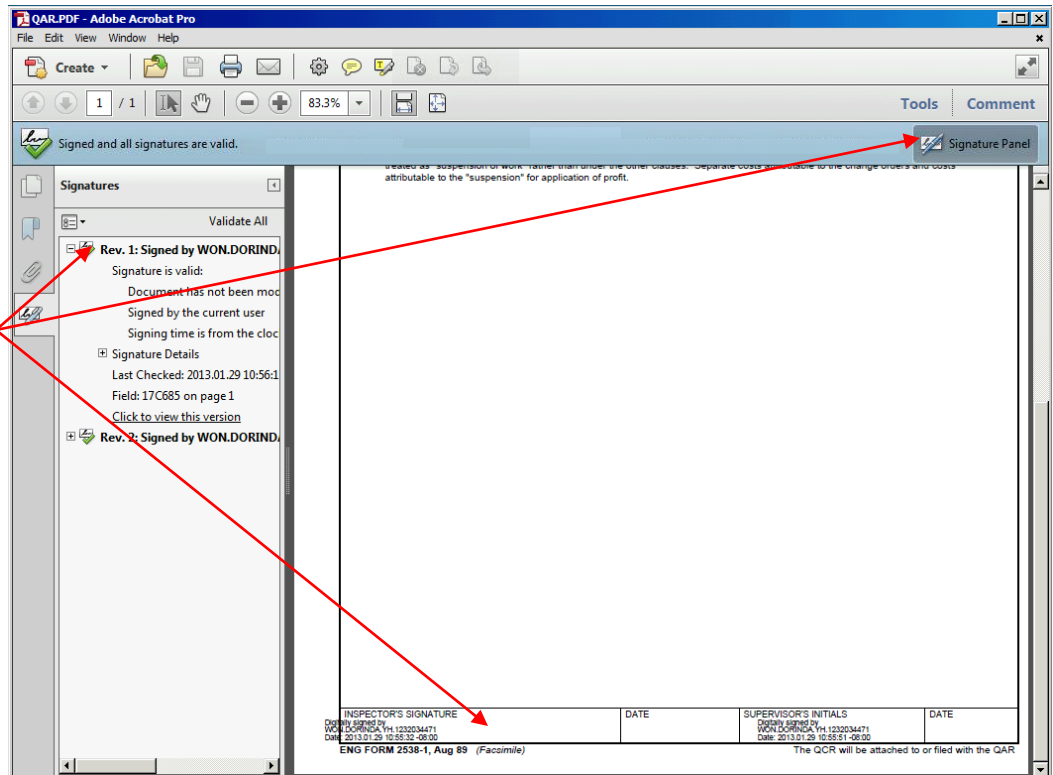
The report can be **signed electronically in RMS**. The Inspector must sign first, before the Reviewer can sign.

As noted for the **ENG93**, There are no restrictions on who can or cannot sign on this screen. Any user who is able to activate this screen will be able to apply his/her signature. It is the responsibility of each office to establish local procedures to ensure only authorized individuals sign where appropriate. The program will also allow the same person to sign in both blocks.

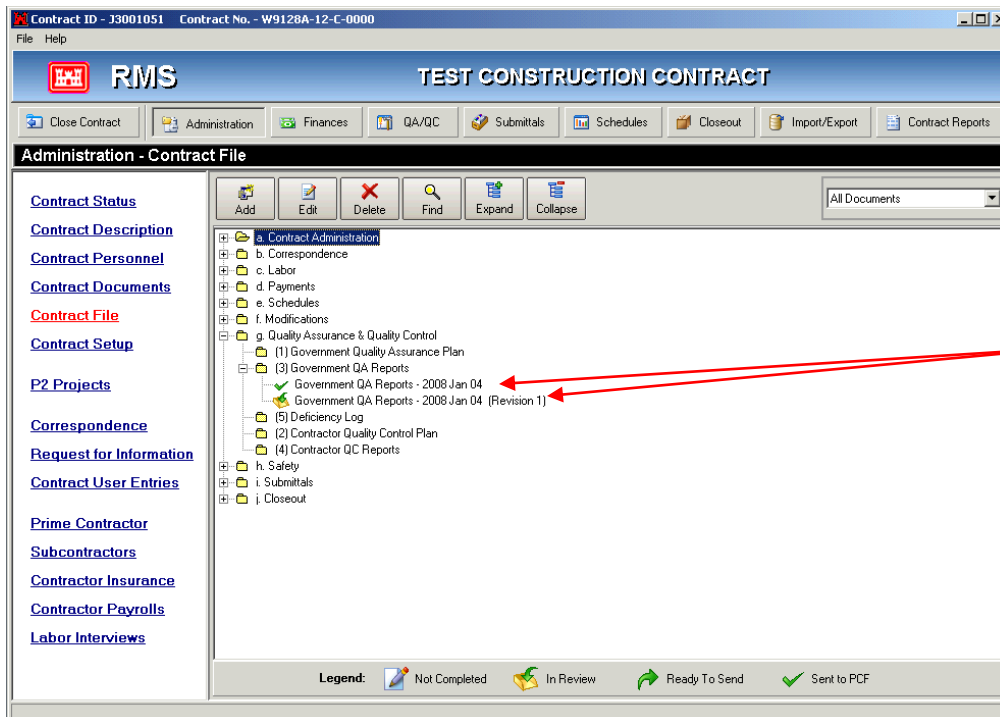
METHOD 2: QA DAILY REPORTS

After applying signatures, click on the [VIEW DOCUMENT](#) button to display the completed daily report as a PDF document.

The electronic signatures are visible on the document. Details of the signature can be viewed by clicking on the SIGNATURE PANEL button to show the signature details on the left side of the window.



TIP: At this point, the Daily Report is completed and ready to send to PCF. However, unchecking the QA REPORT COMPLETED box will allow changes to the Daily Report. But the revised Daily Report will need to be resigned by both the Inspector and the Reviewer and both the original and revised versions of the QA Report will be sent to PCF.



When a completed daily report is “unchecked” and revised, both the original and revised versions will be sent to PCF.

HOW TO ADD DOCUMENTS—METHOD 3

Method 3 Run a report in RMS and attach it

REPORTS

In addition to [Correspondence](#), [RFIs](#), the [ENG93](#), [BCD](#), [SF30](#) and [QA Daily Reports](#), previously described, RMS is currently configured to transfer the following reports from the Contract Reports menu directly to PCF.

Administrative Reports

- Contract Status Sheet
- Correspondence—Subject and Status
- All Requests for Information
- List of Contractors

Financial Reports

- Contractor Pay Request (When attached to the payment through QCS, this will be automatically sent to PCF with the [ENG93](#))
- Change Request Register with Contractor Proposal only
- Change Request Register with Gov't Estimate

QA/QC Reports

- Deficiency Items Issued by QA/QC

Submittal Reports

- Submittal Register (ENG 4288)

Contract ID - J3001051 Contract No. - W9128A-12-C-0000

RMS TEST CONSTRUCTION CONTRACT

File Help

Close Contract Administration Finances QA/QC Submittals Schedules Closeout Import/Export Contract Reports

Contract Reports - Administrative

Administrative Reports

Financial Reports

QA/QC Reports

Submittal Reports

Schedule Reports

Closeout Reports

Expand Collapse

Status Reports

- Contract Status Sheet by Phase
- Contract Status Sheet
- Government Action Items
- Contractor Action Items

Correspondence Reports

- Correspondence - Subject and Status
- Correspondence - Draft Letters
- Correspondence - Subject Listing

RFI Reports

- All Requests for Information
- Outstanding Requests for Information
- Contract Data
- List of Contractors
- Custom Reports
- Contractor Insurance
- Contractor Listing

Contract Status Sheet

Preview Print

Contract Status Sheet

Include

- ☒ Contract Issues - Customer
- ☒ Contract Issues - USACE
- ☒ Show Construction Metrics
- ☒ P2 Project Issues - Customer
- ☒ P2 Project Issues - USACE
- ☐ Staff

Status Sheet

Page 1 of 1

Add to Contract File

Print Export Close

TEST CONSTRUCTION CONTRACT

27 DEC 2012

US Army Corps of Engineers

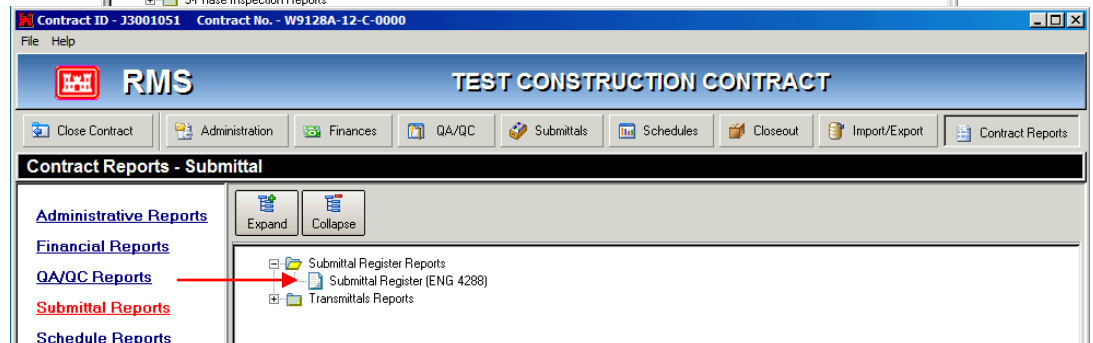
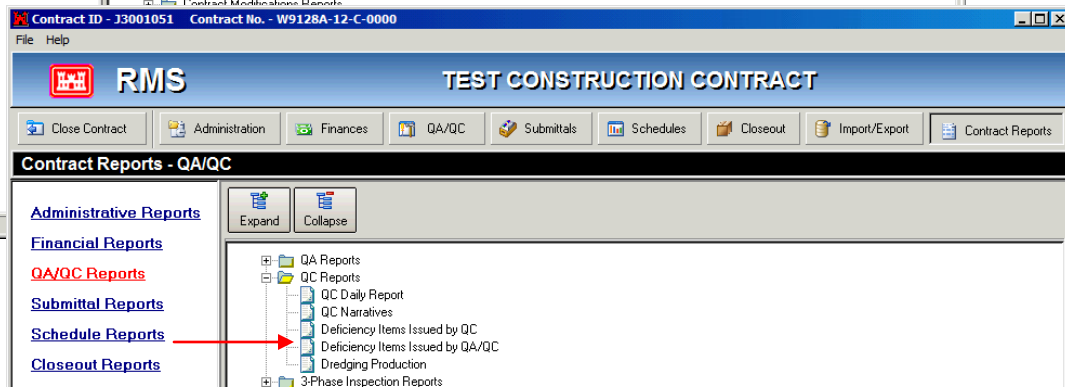
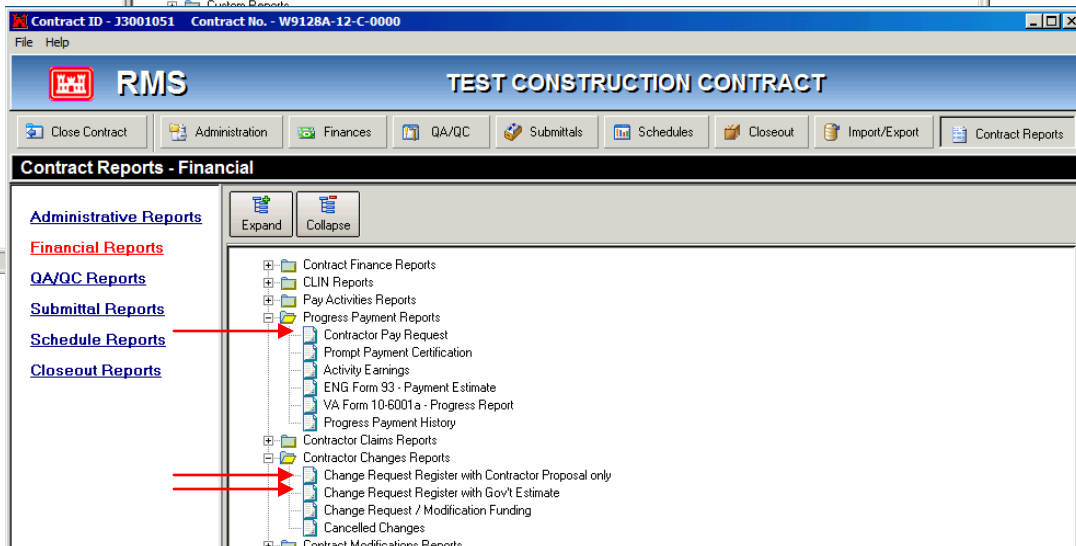
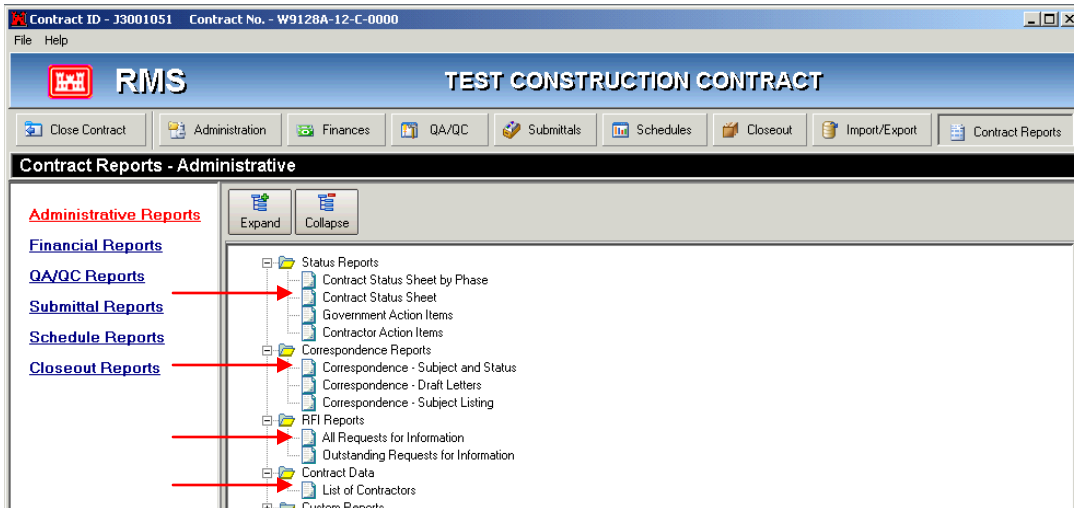
Construction Scheduler Section

Schedule

Actual Contract Award:	9/1/2006
Actual Notice to Proceed:	1/1/2009
Original Required Completion:	8/24/2010
Current Required Completion:	9/3/2010
Scheduled Construction Completion:	
Scheduled BOD:	
Scheduled Final Payment:	

Reports that are capable of being generated in RMS and seamlessly transferred to PCF can be distinguished by the ADD TO CONTRACT FILE button located in the menu bar. After generating the report, click on the PREVIEW icon to access this function.

HOW TO ADD DOCUMENTS—METHOD 3



HOW TO ADD DOCUMENTS—METHOD 3

Click the ADD TO CONTRACT FILE button to enable viewing, signing or attaching the report. The standard [VIEW/SIGN](#) box will appear.

Selection of [SUBMIT TO PCF WITHOUT SIGNATURE](#) acknowledges that the report is unsigned. The document is still marked as [READY TO SEND](#) in the TREE and cannot be edited or deleted.

NOTE: There are no restrictions on the number of copies that can be generated, attached and sent to PCF. It is incumbent on the user to manage the creation of multiple copies.

Use the Contract Reports button to add these reports directly from RMS. Only use [Method 1](#) to manually attach reports.

Multiple copies of a report are possible. The date the report is generated will be included in the document name. As long as the report is still [IN REVIEW](#), it can be deleted, or the name manually edited to distinguish multiple versions.